

**CITY OF JUNCTION CITY**  
LANE COUNTY, OREGON

**BUDGET COMMITTEE MEMBERS**  
For Fiscal Year 2011-12

Mayor

Dave Brunscheon

Councilors

Randy Nelson  
Bill DiMarco  
Marti Templeton  
Herb Christensen  
Jim Leach  
Jack Sumner

Citizens

Shirley Smith  
Dale Rowe  
Susan Huntley  
Jason Thiesfeld  
W. Lynn Engel  
Laurel Crenshaw  
Donetta Wood

City Administrator/Budget Officer (Interim)

Jamon Kent

City of Junction City  
Budget Calendar  
FY2011/12

December	Capital Projects & Improvements budget update begins
December - January	Finance Department Budget Preparations
January 11th	Budget Officer appointed by Council
January 11th	Budget Committee appointed by Council
January - February	Department Budget Preparations
February - March	Council Committees Budget Review
March 17th	Submit Budget Committee Meeting Notices to Newspaper
March 23rd	Publish 1st Notice of Budget Committee Meeting (No more than 30 days before meeting)
March 30th	Submit Public Hearing Notice on Uses of State Shared Revenue to Newspaper (Budget Committee)
March 30th	Publish 2nd Notice of Budget Committee Meeting (at least 5 days after 1st notice, but no less than 5 days before the meeting)
April 6th	Publish Notice of Public Hearing on Use of State Revenue for Budget Committee (5 to 30 days before the hearing)
April 11th	Budget Committee Meeting (1st) Distribute Budget Packet to Committee Members Presentation of Budget Message and Overview Public Comment and Questions
April 18th	Budget Committee Meeting (2nd) <u>Public Hearing</u> on Use of State Revenue Sharing
April 21st	Submit Notice of Public Hearing on Use of State Revenue (Council) to Newspaper

City of Junction City  
Budget Calendar  
FY2011/12

April 25th	Budget Committee Meeting (3rd)
April 27th	Publish Notice of Public Hearing - Use of State Shared Revenue in Newspaper (Council) (5 to 30 days before the hearing)
May 2nd	Budget Committee Meeting (4th)
May 10th	City Council Meeting <u>Public Hearing</u> on proposed uses of state shared revenue
May 12th	Budget Committee Meeting (5th)
May 18th	Budget Committee Meeting (6th)
May 26th	Budget Committee Meeting (7th)
May 27th	Submit Budget Hearing Notice and Budget Summary to Newspaper
June 1st	Publish Notice of Budget Hearing (5 to 30 days before the hearing)
June 14th	Council Meeting <u>Public Hearing</u> on approved budget Adoption of Resolutions: > Verification of Services Provided > Election to Receive State Revenue Sharing > Fiscal Year 2011/12 Budget
July 5th	Submit LB50 (Impose Taxes) to Assessor
July 20th	Prepare and Distribute Adopted Budget Document
July 25th	Submit Budget Document to County

# **CITY OF JUNCTION CITY**

## **THE BUDGET PROCESS**

The budget process is governed by the City Charter, City Ordinances, and State Budget Laws and typically begins in January or February. The initial tasks include filling any citizen vacancies on the budget committee, setting the date for the first budget committee meeting, and distribution of a budget preparation packet to department heads.

City department heads are responsible for preparing a requested budget for each of their areas of responsibility. The requested budgets are submitted to and discussed with the Budget Officer (the Budget Officer, per City Charter, is the City Administrator). After review by the Budget Officer, the department heads present their requested budgets to their respective council committees at public meetings. Public comment is accepted at the committee meetings. The council committee can recommend or request changes to the requested department budget.

After all council committees have had a chance to review and comment on a requested budget for their respective City departments; the Budget Officer prepares the proposed budget for the budget committee. The budget committee consists of the Mayor, City Councilors, and an equal number of citizens with three-year staggering terms. Currently, all of the citizen positions are filled.

Notice of the first budget committee meeting, is published in the local newspaper at least twice. At the first budget meeting it is typical for the Budget Officer to deliver the Budget Message, for the public to be given a chance to comment or give testimony, and for the budget document to be distributed and explained. The budget message explains the proposed budget and any significant changes in the City's financial position.

The budget committee may meet again after the initial budget committee meeting; however, it is not required unless the budget message was not presented and/or public testimony was not allowed at the initial meeting. Typically, the Junction City budget committee holds two additional meetings.

When the budget committee is satisfied with the budget, including changes, additions to or deletions from the proposed budget, they approve the budget for submission to the City Council. When approving the budget, the budget committee also approves, by motion, the amount or rate of ad valorem taxes and how it is to be distributed between fund(s).

After the budget committee approves the proposed budget, the Budget Officer publishes a financial summary and notice of budget hearing in the local newspaper for one of the City Council's meetings in June. At the City Council meeting, the City Council holds a public hearing to listen to citizens' testimony on the budget approved by the budget committee.

After the City Council has considered relevant public testimony on the budget, they may adjust resources, reduce or eliminate expenditures and/or increase expenditures. Increases of expenditures over the amounts approved by the budget committee are limited to not more than \$5,000 or 10 percent; whichever is greater. Expenditure increases above those limits require a republishing of the budget and a second hearing. In no case, however, may the City Council increase the taxes over the amount approved by the budget committee. The City Council then votes on a resolution that formally adopts the budget, makes appropriations, and levies and categorizes the taxes, no later than June 30.

## **CITY OF JUNCTION CITY**

### **CITIZEN INVOLVEMENT OPPORTUNITIES**

All meetings of the Council Committees, Budget Committee, and City Council are open to the public. Citizens are encouraged to provide comment during any of these meetings at the appropriate times. Citizens may also testify at the City Council public hearing. The proposed budget document is available for review at City Hall and the Junction City Public Library. Copies of the entire document, or portions thereof, may be requested through the normal process of requesting public records.

Public comment or testimony may be provided by:

1. Sending a written statement to the Budget Committee or City Council, c/o City Hall, 680 Greenwood, P.O. Box 250, Junction City, OR 97448 prior to a committee or council meeting date; or
2. Submitting a written statement at a meeting or public hearing; or
3. Speaking to the Committee or Council at their meetings during public comment opportunities.

# CITY OF JUNCTION CITY

Lane County, Oregon

## *City Overview:*

The City of Junction City, incorporated in 1872, is a home rule charter city. The charter is the basic law under which the City operates and may be amended only by a vote of the people. A proposed amendment to the charter may be placed on the ballot by the City Council or by an initiative process by the voters.

The City is also governed by Ordinances enacted by the City Council. The enactment can occur using one of two methods. Using the first method an ordinance is considered at two different City Council meetings before being adopted by the Council and it must be read fully and distinctly at one open Council meeting. It then becomes effective 30 days after its passage, at the second meeting, by the Council and approval by the Mayor. Using the second method the Council may adopt an ordinance at a single meeting by the express unanimous vote of all Council members present, provided that the ordinance is distinctly read first in full, and then by title only. The effective date is 30 days after the meeting. The Council may also adopt ordinances as an emergency, thus waiving the 30 day waiting period for the ordinance to take effect.

The City Council is composed of seven members; six councilors elected to four-year terms and one mayor elected to a two-year term. Three council positions and the mayor's position are voted upon every two years during the General Election. Should a vacancy occur prior to an election, the Council may appoint a citizen to either complete the term remaining for the vacant position, or until the position is filled by a vote at the next General Election, whichever comes first. Prior to January 2009, the City Council usually only met once a month on the second Tuesday. Currently, the council is also meeting for a second time each month on the fourth Tuesday. All meetings are open to the public, except in the case of an executive meeting (closed meeting) where the Council is allowed to consider certain matters as allowed by Oregon Revised Statutes. Any official action by the Council, however, is taken at an open public meeting. The Mayor may call a special meeting of the Council, provided that the public is given a 24-hour notice.

Neither the Mayor nor the Councilors receive any compensation for serving on the Council. Travel and/or training expenses incurred by the mayor or councilors in their official capacity are reimbursed and budgeted accordingly.

Junction City operates under a Council-City Administrator form of government. The Council sets policies, and the City Administrator is responsible for the implementation and compliance of those policies. The City Administrator is also responsible for the day-to-day business, financial and property transactions, preparation of the annual budget, appointment and supervision of personnel, enforcement of City ordinances, and the general management of the City departments. The City Administrator has no vote in the Council, but may take part in all council discussions.

**The Purpose Statement of the City Council is:** *“To Provide Policy; Manage City Government, with Respect for Our History and Heritage; and Enhance the Future of Junction City.”*

The citizens of Junction City are the most important part of the City organization. They elect the Councilors who represent the citizens’ interests and design services to meet citizens’ needs. Public hearings are conducted to give citizens an opportunity to speak with councilors, commissioners, and/or committee members and to express their opinions about City issues, concerns, and planning. The Council may also appoint citizen advisory or ad hoc committees to research certain issues and make recommendations to the City Council.

***Location:***

Junction City is located on old Highway 99, 14 miles north of Eugene, 38 miles south of Corvallis and centrally located between the Pacific Ocean to the West and the Cascade Mountains to the East.

***Recreation:***

Junction City is the home of the Scandinavian Festival. The festival is held in August and draws thousands of visitors annually. There are nearby lakes and rivers for swimming, boating, water-skiing, and fishing. The City operates a Community Services Department that incorporates the newly developed and renovated fire hall as the Junction City Community Services Center, the Max Strauss Seasonal Pool, the Junction City Public Library, and the Viking Sal Senior Center. The Parks Department maintains numerous park facilities, which include bike and walking paths, playgrounds, tennis courts, basketball courts, baseball/softball fields, picnic facilities and open space, for the enjoyment of the citizens.

***History:***



From Junction City's early days as a agricultural center and regional transportation hub, to its era of increasing dependence on logging, to today's period of increasing economic diversification, Junction City commerce has closely resembled the economic trends of the southern Willamette Region.

The town was originally located at Lancaster, two miles north of its present location. It was moved to its present location following serious flooding in the early 1860s. By the 1860s, Junction City was an important agricultural and transportation point in the southern Willamette Valley. The community was the southernmost point reachable by the flat-bottomed boats that transported goods up and down the Willamette River.

The City was also located a day's journey from Portland by steam locomotive, making it an ideal place to locate refueling and roundhouse facilities. By 1871, the railroad was complete from Portland to Eugene, and by 1873 crews had extended the line to Roseburg. The first train from San Francisco to Portland went through Junction City in December 1887.

Junction City was incorporated on October 31, 1872, making it the second oldest town in Lane County (Eugene, incorporated in 1862, is the oldest). At that time, Junction City's population was reported to be 600. Construction of the water system, a jail, sidewalks, and other public improvements began in 1873, and City Hall was built in 1878. During this same period, a flour mill, grist mill, general store, hardware store, warehouses, and other businesses were built.

Between 1902 and 1908, a large number of Danes moved to the area and it began changing from a "wide open" railroad town to more of a family-oriented town. Many churches and schools were built around this period, including the Methodist Episcopal Church (1872), the First Christian Church (1892), Riverview Methodist (1900), and Faith Lutheran Church (1908).

Junction City was named for the planned railroad junction to link the lines on the east and west sides of the Willamette River; however, that link never came to fruition. The City is, however, at the junction of several important highways. The major north/south freeway (I-5) was sited several miles east of the City and Highways 99E, 99W, and 36 continue to intersect in or near Junction City.

After World War II, Junction City's economy focused on agriculture, logging and timber production. There were four sawmills and a plywood plant. The 1980s and 1990s saw reduction and downsizing in the timber industry, which caused businesses to close and jobs to be lost all across the Northwest. Many small mills

shut down, such as WTD Junction City Lumber Company (Larson, Clark and Powell Lumber Company). An estimated 90 mill jobs were lost due to the shut downs and many loggers lost their jobs as well.

A fire in 1984, which destroyed the Agripac, Inc. Cannery in Junction City, also had a major impact on the City's economy. Another 350 jobs were lost when Monaco, Inc., a manufacturer of recreational vehicles, moved to another community. In 2008 Gibson Motors, which had operated continuously for decades, shut its doors for good. In 2010, Country Coach, another long time manufacturer of recreational vehicles closed its doors through bankruptcy leaving behind nearly 2,000 jobs from its heyday of operations.

Today there is not a dominant industry and, despite the recent reductions, there are a few large businesses that provide many employment opportunities. They include the Guaranty group of enterprises, Lochmead Dairy, and Dari Mart. Recently some large areas have been annexed into the City and more are expected within the next few years. The annexed properties have been, and will continue to allow for, a mix of residential, commercial, and industrial development. It is expected that this development will provide many more employment opportunities and provide additional property tax revenue to help cover the cost of the additional demand of City services.

For the past several years, the City has been preparing for the addition of a new State prison campus and the second of two new State Mental Health Hospitals. The prison campus is currently planned to accommodate some 1800 inmates and the Hospital is calling for 174 bed facility. Preparations include the planning and continued development of significant new infrastructure, largely at the expense of the Department of Corrections and the Department of Human Services. Staff is in the final stages of updating the City's Comprehensive Plan to manage the anticipated growth. The City anticipates 500 – 1,000 jobs depending on the size of the prison.